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16 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Director of Information Services

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SUBJECT: OIS Weekly Report (9-15 November 1983)

Office of the Director

* As requested by the Executive Director, the DDA established a task force to work under the guidance of the Office of Information Services in searching for examples of leaks attributable to materials written by former Government officials. The information is to be used by the National Security Council and Department of Justice in negotiating with Congress on the prepublication review requirement of NSDD-84. Each Directorate, the Office of Security, and the Public Affairs Office were requested to assist in forming the task force which will be headed by the Chief, Classification Review Division.

* The Director and Deputy Director, OIS met with Ambassador John Burke and Mr. Thomas Ainsworth at the Department of State on 9 November to discuss matters of mutual concern on FOIA, declassification, and review of manuscripts by former employees prior to publication.

The Combined Federal Campaign closed in OIS with 99 percent of the pledge cards returned. The Office exceeded its goal of \$2,296 with a total pledge of \$3,174 and 81 percent participation.

Classification Review Division

CRD reviewed two documents (31 pages) for PRB, one document (19 pages) for OGC, and 11 (39 pages) Summaries of Agency Employment during this past week.

Records Management Division

The FY 83 inventory of the Agency's record holdings was completed and the results forwarded to the Director, OIS for signature and submission to the National Archives and Records Service. The 275,726 cubic feet of record holdings reported by the Directorates and the DCI area reflect an increase of 13,283 cubic feet over FY 82. The Agency Archives and Records Center (AARC) reported holdings of 101,807 cubic feet, an increase of 8,182 cubic feet over FY 82.

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The Chief, Information Technology Branch (ITB) met with the Executive Assistant to the DDI to discuss a registry-related ADP requirement to have O/DDI's Interim CARS System automatically generate a detailed routing and record sheet for each document. While this would be useful, there is little hope that it could be made available in the near future. Chief, ITB will examine other possible ways of satisfying the requirement.

The OIS Wang System Administrator participated in a panel discussion sponsored by the Agency Wang Users Group. The purpose of the program was to discuss the procedures used by various Agency offices for Wang backup. Four Agency offices were represented on the panel and each provided a detailed description of the backup procedures used for their individual systems.

A member of the Records Systems Branch (RSB) resolved a distribution problem affecting Form 4257, Summary of Agency Employment. DO personnel had asked P&PD to send the newly printed form directly to the Headquarters supply room instead of the [redacted] bypassing the normal procedures for getting the form into circulation. RSB learned of the situation and took the steps necessary to get the form properly incorporated into the Agency supply system.

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AARC personnel serviced 2,031 requests for records, keyed 3,517 entries into ARCINS, and accessioned 19 jobs encumbering 148 cubic feet of space during the past week.

Regulations Control Division

RCD currently is processing 116 jobs which include seven new and revised proposals, seven issuances in active negotiation and coordination, four issuances sent forward for approval, 12 issuances prepared for publication by P&PD, 12 issuances published, and two issuances which were canceled.

A new draft of the proposed [redacted] Ethical Conduct, Conflicts of Interest, and Financial Disclosure, has been sent out for Agency-wide circulation this week.

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Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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